



# COMMONWEALTH of VIRGINIA

Chief Judge  
SANDRA S. MENAGO

Judges  
DANIEL R. LAHNE  
ELIZABETH S. FOSTER  
PAUL D. MERULLO  
VIVIAN F. HENDERSON  
WANDA COOPER  
JONATHAN L. STONE

2ND JUDICIAL DISTRICT  
**VIRGINIA BEACH GENERAL DISTRICT COURT**  
JUDICIAL CENTER  
2425 NIMMO PARKWAY - BUILDING 10  
VIRGINIA BEACH, VIRGINIA 23456-9057  
(757) 385-8531

Clerk of Court  
PAMELA J. PRINGLE

**July 01, 2024**

## **Deferred Payment Plan (DC-210) Policy and Procedure**

The Form DC-210 is an agreement that's used to inform the defendant of the amount they owe and explain that their case will be referred for collection enforcement action if the court does not receive payments as ordered. By signing this agreement, the defendant acknowledges that he/she is aware of what will happen if he/she defaults. There will be a one-time fee of \$10.00 added per agreement if given more than 90 days to pay. Should the total amount of fines and costs due be paid within 90 days, the \$10.00 fee will be refunded. The Form DC-210 indicates that the payment is deferred and should be paid in full by a specified date. If a defendant's only source of income is Social Security benefits or Supplemental Security Income, the defendant shall be exempt from payment of fines and costs until such time as the defendant acquires another source of income and the case shall not be referred to collections.

## **New Time to Pay (DC-210)**

The court will allow **two (2)** new Time to Pay agreements providing the case has not been referred to collections. If defendant defaults a third time on a Time to Pay agreement, subsequent Time to Pay agreements can only be granted by the duty judge. A \$10.00 one-time fee will be assessed upon signing the new agreement if the fee has not already been added. A minimum down payment will be required and not to exceed 10% of the total fines and costs owed at the time of signing the New Time to Pay plan. If the total fines and costs owed exceeds \$500.00, a minimum down payment will be required of 5% or \$50.00, whichever is greater. If the third new Time to Pay agreement becomes delinquent, the defendant will be referred to the City Treasurer's Office.

## **Community Service for Fines & Costs**

Community Service is an option for payment of fines and costs if the defendant is unable to make payments. The defendant will qualify using the DC333 form to be filled out by the appropriate division. The defendant will appear before the judge to determine if Community Service will be granted. If Community Service is granted by the judge the hourly rate will be at minimum wage which is \$12.00 per hour unless otherwise authorized by the judge. Defendant must complete Community Service at a non-profit agency. Defendant cannot work for a business that is a profit agency/organization or for an individual. When the completion of hours has been reached, we will need a letter from the agency or organization, on letter head, with detailed number of hours completed. Also, include the contact information for the person writing the letter for verification purposes. Once hours are completed return the letter to the Accounting Department on the first floor.